

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR CASEWORKER**

Jurisdictional Class: **Competitive**

Date Adopted: **Unknown**

Date Revised: **3/27/97, 3/998, 12/26/00 (MQ Only), 5/1999 (Format Only),
5/9/00, 7/31/00 (Spec. Req.)**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **16**

DISTINGUISHING FEATURES OF THE CLASS: Responsible on a daily basis for insuring work performed by caseworkers complies with all federal and state laws and solves the problems presented. This is a supervisory position responsible for a unit within the Department of Social Services. The functions performed by the position may vary within the unit or from unit to unit. The position requires a review of work output of caseworkers and their staff, including the review of the written case record. Must also be able to identify the need for social services, and formulate and implement the plan. Does related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;

Makes visits to applicants to ascertain the need for services;

Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of services;

Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family court and other agencies;

Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;

Participates and/or attends legal conferences and hearings as requested or required, and prepares and maintains related paperwork, such as petitions, court orders, etc.;

When foster care is necessary, determines how the child's needs can best be met;

Recommends services necessary to carry out plans to meet the needs of individuals or families;

Finds family homes interested in caring for children;

Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;

Arranges for medical care of children in foster homes, takes children to doctors, dentists and clinics if foster parents are unable to do so;

Plans with parents and relatives for the care of children and reestablishment of the home;

Makes referrals to other agencies when indicated;

Writes letters and reports as required;

Periodically reviews cases to determine changes in client situations affecting the need for services;

Assigns cases to subordinate staff;

Reviews case progress with subordinate staff;

Aids individuals' caseworkers in formulating service and work organization plans;

Develops tickler systems for tracking cases;

Evaluates subordinate staff performance;

Participates in employment, promotion, and termination decisions relative to subordinate staff; and

Interprets state and local policies, procedures, and regulations.

Last Reviewed: n/a

Last Updated: 07/31/00

Reviewed By: n/a

Last Reallocated: n/a

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FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the modern principles and practices of social casework and social work; good knowledge of all relevant laws pertaining to social services; ability to analyze and make decisions; ability to review and critique work of subordinates; Ability to supervise staff; ability to prepare written materials for decisions by higher level supervisors.

MINIMUM QUALIFICATIONS:

A bachelors degree from an accredited college or university **AND EITHER:**

- 1) One (1) year of case work experience; **or**
- 2) One (1) year of graduate study in social work.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS:

This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.